



# City of Seat Pleasant

Office of the City Administrator

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## A CITY OF EXCELLENCE SMART CITY

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”**

**Department Name City Administrator**

**Date of Report January 23, 2018**

**Reporting Period January 1 -31, 2018**

**Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

- *A total of 9- three- inch binders comprising administrative documents including contracts, and email correspondence, and 8 binders of 16 accounts were sent to the forensic audit firm to commence their investigation into the city’s contention o price gauging by Verizon. Thanks and Kudos go to Acting Treasurer Adeoye Williams for his diligence in weeks of comprising these documents and creating spreadsheets for each invoiced account.*
- *The city administrator directed staff to begin their drafts of developing their requests for their respective offers in preparation of the FY 2019 BFO.*
- *The City administrator developed the first draft of the BFO submission for the Administration budget in preparation for the training.*
- *The city administrator has begun drafting language for submitting the nomination of Clerk of the Year for City Clerk Dashaun Lanham.*
- *The Human Resources Director and City Administrator met on numerous occasions to plan the initial phase of an all staff retreat including the executive team.*
- *The city administrator has reviewed the draft Emergency Preparedness and Operations Plan drafted and recommended by the COSP police department for review and adoption by the City Council.*
- *The City administrator has also reviewed the Prince George’s County emergency plan for adoption by the City Council; recommendations will be made at the February 5, 2018 work session.*
- *Reviewed and edited the February Newsletter draft.*

**Analyze department improvements that are needed and/or achieved based on the Smart City model.**

Developing realistic offers for the FY 2019 Budget.

**Indicate problems identified, barriers encountered and solutions reached.**

*Ensuring that each department communicates effectively to the team.*

**Identify goals for the next reporting period.**

Submit Nomination for Clerk of the Year. Award. Complete BFO submission.

**Examples of Goals**

Goal \_\_\_\_\_% reduction in household consumable waste (based on statistics from refuse contractor)

Goal \_\_\_\_\_% increase in recyclables (based on statistics from refuse contractor)

Goal 5 \_\_\_\_\_% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal 20 \_\_\_\_\_% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

**Supporting Documentation: Source:** Office of the City Treasurer

**Revenue**

Line Item \_\_\_\_\_

FY <u>17</u> Budget (Previous Year)	FY <u>18</u> Budget (Current Year)	FY _____ Actual (Current Year)
	<b>\$8,000 + vacant property registration for Addison Road</b>	

**Summary of Major Expenditures**

Line Items 5200, 5220, 5350, 5360, 5380, 5400, 5440, 5430,

FY <u>17</u> Budget (Previous Year)	FY <u>18</u> Budget (Current Year)	FY 18 Actual (Current Year)
5200 Office Supplies	<b>\$ 5,285</b>	<b>66.07%</b>
5220 Training	<b>\$ 2,936</b>	<b>48.93%</b>
5350 Postage	<b>\$1,994</b>	<b>38.89%</b>
5360 Telephone	<b>\$\$\$33,496.70</b>	<b>83.74%</b>
5380 Copier Contract	<b>\$17,817</b>	<b>43.31%</b>
5400 MML Membership Dues	<b>\$3,133</b>	<b>78.34%</b>
5440 Utilities	<b>\$8,273</b>	<b>75.21%</b>

**Attachments:** Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.  
**VERIZON BINDERS SENT TO FORENSIC AUDIT FIRM**

